



6400 El Verde Road, Leon Valley, Texas 78238

Phone: 210-684-1391 x226 Fax: 210-684-6988

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

INFORMATION FOR COMPLETING SIGN PERMIT APPLICATION

- This application must be submitted, approved, and all required fees paid, before hot or cold air balloons may be installed.
- Application review takes an average of two (2) working days. You will be notified when your application has been reviewed.
- **Incomplete applications will not be processed.** All items must be provided when first submitting application. See attached checklist for items that must be submitted with application.
- During the review process by Development Services and City Inspector, we may request additional information.
- Special Event Temporary Sign Permits, when approved, may be placed no earlier than Friday at 8:00 a.m. and must be removed no later than Monday 12:00 p.m. (noon). Deposit will not be refunded if special event sign/balloons are not removed by noon on Monday.
- The fee for temporary signs is **\$25.00**. Each Special Event temporary sign permit will require a deposit of **\$50.00** (checks will be deposited in City account), which is refundable after the signs have been taken down. All fees and deposits are due when the permit is issued. Applicant must call the Community Development Department and request a refund once the signs have been removed and will be processed after a site inspection has been completed.
- Maximum size for temporary signs is thirty-two (32) square feet. Balloons may be of any size and signs of any size require a permit.
- Airborne signs/inflatable balloons must be placed behind the front property line. This type of permit is approved for weekend installation only, and is restricted to once monthly.

**APPLICANT: PLEASE KEEP THIS PAGE – IT CONTAINS INFO ABOUT
HOW TO REQUEST RETURN OF YOUR DEPOSIT**



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SPECIAL EVENT TEMPORARY SIGN PERMIT CHECKLIST AND APPLICATION

COMPLETED AND SIGNED APPLICATION FORMS - all items on the application form must be completed prior to submission. This includes the following:

- ☐ **Temporary Sign Checklist and Application**
- ☐ **Authorization Letter** - letter of authorization signed by the property owner, or assignee, permitting contractor/applicant to erect proposed signage.

DESCRIPTION OF SPECIAL EVENTS SIGN – show approximate size and quantity of hot/cold balloons. Type of construction materials, how are they constructed, and how the sign is to be fastened.

LOCATION/SITE PLAN - to approximate scale, showing the location of proposed signs, relation to buildings, streets, easements and utilities.

DATE: _____

PERMIT # _____

BUSINESS/ORGANIZATION NAME:

CONTACT NAME:

PHONE:

EMAIL:

ADDRESS (where signs will be installed):

Is applicant located in a multi-tenant center? Yes _____ No _____

If YES, total number of existing **temporary signs** installed at the this property: _____

SIGN SPECIFICATIONS:

Type of Sign: _____

Hot/cold air balloon or other sign measurements: Width _____ Height _____ Total _____

Approximate number of balloons to be installed: _____ (**No size restriction**)

Materials used to construct sign: _____

I certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge. I understand that false information given on this application is grounds for denial of permit application. I understand that an approved sign permit is required before a sign can be installed.

Applicant's Signature

Printed Name

Date